

Division of Community Nutrition

<i>Subject:</i> Shared Purchases / Expenses		<i>Policy:</i> ADM 03.4 - C
<i>Reference:</i> CFR §246.14	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> November 15, 2007

I. Policy:

When purchases / expenses are to be shared by various funding sources, the cost of these purchases shall also be shared and its corresponding expense allocated according to percentage used by each funding source.

II. Procedure(s):

- A. Examples of such expenditures include but are not limited to rent, telephones, scales, etc.
- B. Submit justification and allocation plan for these shared costs to State WIC Office for approval prior to expenditure. Allocation plan shall include all programs and sources of funds as well as the basis for the allocation.
- C. Maintain a file copy of approval letter with the invoice at the local agency.